

*How To File  
A Claim For  
Non-VA  
Provided  
Care*

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**Information  
for the Provider**



## **I. Claim Filing Instructions for Preauthorized Care\***

Claims submitted for payment consideration of costs of preauthorized medical services provided to veterans must include a completed CMS 1500 and/or UB-04 billing forms to include, at a minimum, the following patient and provider information:

- Patient Name (include middle initial)
  - Patient Address (include zip code)
  - Patient Full Social Security Number
  - Provider Name
  - National Provider Identifier (NPI Number)
  - Provider taxonomy code(s), if known
  - Tax Identification Number (TIN/EIN)
  - Professional status of provider (MD, PhD, CRNA, etc.)
  - Physical address where care was provided
  - Remit to (mailing) address where payment should be sent
  - All appropriate medical coding
  - All other health insurance information
- \* *VA reserves the right to return a claim with a request for additional information.*

## **II. Claim Filing Instructions for Care Not Preauthorized\***

- Submit all required information as stated in Section I.

- Submit all medical records, reports, treatment documents, etc.
- Please reference the table provided on the opposite side for a list of required documents.

*\* VA reserves the right to return a claim with a request for additional information.*

### **III. Filing Deadlines**

VA Fee programs have different claims filing deadlines depending on how the claim is being considered for payment. The table on the opposite side shows the timelines for those programs.

### **IV. Electronic Claims**

VA accepts electronic health care claims that satisfy criteria established in the Health Insurance Portability and Accountability Act of 1996 (HIPAA). However, all required paper documentation must be submitted separately by mail.

VA contracts with Emdeon™ to provide clearinghouse services for electronic health care claims. The electronic payer ID numbers assigned to VA claims are:

Institutional and Professional Claims:  
Emdeon™ Payer ID 12115

Dental Claims: Emdeon™ Payer ID 12116

### **V. Paper Claim**

To avoid unnecessary processing delays, claims for payment of health care services provided to veterans should be submitted to the Fee Office of the VA Facility that authorized payment of care in advance.

If you are not sure if VA authorized payment of care in advance, you may submit health care claims to the nearest VA Medical Facility Fee Office. This link may assist in locating the nearest VA Medical Facility:

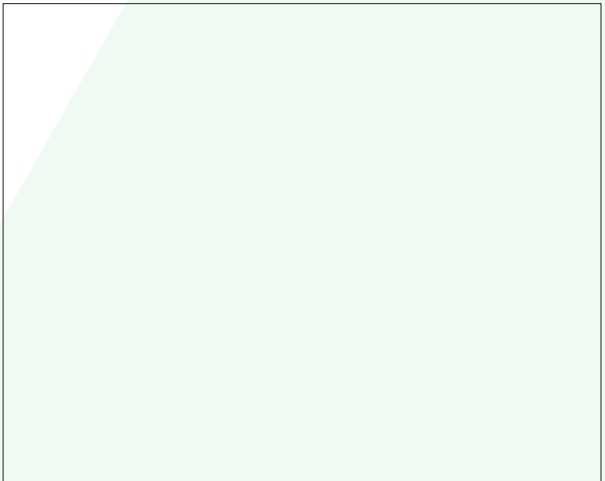
<http://www1.va.gov/directory/guide/home.asp>

## VI. Additional Information

Additional information for non-VA providers about filing Fee claims may be found at: <http://www.nonvacare.va.gov>

You may also contact your local VA Medical Facility Fee Office for additional information and assistance in filing claims for the health care services provided to the veteran.

Your local VA Medical Facility Fee Office is located at:



If the care is:	And the service is:	Submit claim:	Documents should include:
Preauthorized	Facility Charges (Inpatient and Outpatient)	As soon as possible after the care is completed	<ul style="list-style-type: none"> <li>- 837 EDI claim or UB-04 and itemized statement of charges</li> <li>- Hospital Discharge Summary or Outpatient Treatment Records/ Progress Notes</li> </ul>
Preauthorized	Physician Charges & Other Professional Services, Including Ambulance (Inpatient or Outpatient)	As soon as possible after the care is completed	<ul style="list-style-type: none"> <li>- 837 EDI claim, UB-04 or CMS 1500 and itemized statement of charges</li> <li>- Outpatient Hospital Emergency Treatment Records/ Progress Notes</li> </ul>
Not Preauthorized (Service Connected Condition)	Emergency Medical Care Facility Charges (Inpatient and Outpatient)	As soon as possible but no later than 2 years from date of service	<ul style="list-style-type: none"> <li>- 837 EDI claim or UB-04, and itemized statement of charges</li> <li>- Hospital Discharge Summary or Outpatient Treatment Records/ Progress Notes</li> </ul>
Not Preauthorized (Service Connected Condition)	Physician Charges & Other Professional Services, Including Ambulance (Inpatient or Outpatient)	As soon as possible but no later than 2 years from date of service	<ul style="list-style-type: none"> <li>- 837 EDI claim or CMS 1500 and itemized statement of charges</li> <li>- Hospital Discharge Summary or Outpatient Treatment Records/ Progress Notes</li> </ul>
Not Preauthorized (Non-Service Connected Condition)	Emergency Medical Care Facility Charges (Inpatient and Outpatient)	<p>Within 90 days after the most recent of the following:</p> <ul style="list-style-type: none"> <li>• Date of discharge; or</li> </ul>	<ul style="list-style-type: none"> <li>- 837 EDI claim or UB-04 and itemized statement of charges</li> <li>- Hospital Discharge Summary or Outpatient Treatment Records/ Progress Notes</li> <li>- Certification of no other Payer for the services billed</li> </ul>
Not Preauthorized (Non-Service Connected Condition)	Physician Charges & Other Professional Services, Including Ambulance (Inpatient or Outpatient)	<ul style="list-style-type: none"> <li>• Date of Veteran's death; or</li> <li>• Date all third party liability is exhausted without success</li> </ul>	<ul style="list-style-type: none"> <li>- 837 EDI claim or CMS 1500 and itemized statement of charges</li> <li>- Hospital Discharge Summary or Outpatient Treatment Records/ Progress Notes</li> <li>- Certification of no other Payer for the services billed</li> </ul>